

## EMRS BULLETIN

### Modification Reporting Requirements

The NWS Engineering Handbook No. 4 (EHB-4) describes the policies and procedures necessary for collecting maintenance data via the EMRS data entry system. All modifications to an operational equipment, system, or assembly should be reported via the EMRS, regardless of equipment type. There are seven types of modifications which are reported via the EMRS: (1) NWS hardware modification; (2) NWS Software Modification; (3) Systems Administration Note; (4) Contractor Interface Note; (5) NWS Maintenance Note; (6) Request for Change (RC) Memo implementation, and (7) all equipment or system modifications, FMKs, or ECPs which are not included in any of the above modifications. Each of these modifications have their own reporting guidelines which are listed in the table below. (Note: The Type Maintenance (TM) code describes the intended maintenance on the equipment or system. The Action Taken (AT) code describes the action taken to complete the maintenance event.)

#### Reporting Guidelines for Modifications

MODIFICATION TYPE	TM	AT	MOD NO.
Hardware Mod	M (Modification)	M (Modify)	#
Software Mod	M	M	S#
Systems Admin Note	M	M	A#
Contractor Interface Note	M	M	C#
Maintenance Note	E (Equip. Mgmt.)	M	M#
RC Implementation	E	M	*
Other Mods	S (Special Activity)	M	*

All time spent performing official hardware or software modifications, Maintenance Notes, RCs or other modifications is reported as miscellaneous time (block\_14d on the A-26).

**A sample maintenance record (A-26) is attached to this bulletin.**

\* The MOD number field, block\_17a on the A-26, must be filled for all modifications. Record the Hardware/Software MOD number, Maintenance Note number, or RC number in block\_17a. When reporting Field Modification Kits(FMKs)which are not a part of an official NWS modification note use the FMK number preceded by "FMK" in block\_17a. When reporting Engineering Change Proposals (ECPs) which are not a part of an official modification note use the ECP number preceded by "ECP" in block\_17a. When reporting a modification that has no MOD number use the word "NONE" in block\_17a.